Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of the Iowa DOT's business processes. You can access your Inbox using your desktop/web browser or mobile device.

VIEW YOUR INBOX

1. Click the **Inbox**   icon near your **Profile** icon.
2. Click the **Actions** tab to view your business process tasks, approvals, and to dos.
3. Click the **Archive** tab to access the status of any business process in which you have been involved.
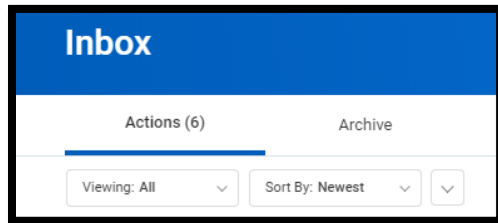
DELEGATE YOUR INBOX

Workday allows you to delegate your Inbox items to a colleague if you are unable to perform the actions yourself due to time off or a leave of absence.

From the Actions tab:
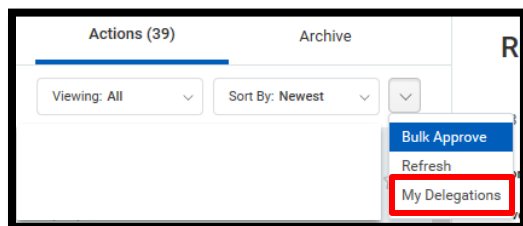
1. Click **More** ⌄ > **My Delegations**.
2. Click **Manage Delegations**.
3. Enter the **Begin Date** and **End Date** for the delegation.
4. Select a user to delegate your tasks to in the Delegate field.

 Note: If you are only delegating Inbox tasks, leave the Start On My Behalf field blank. This option is for delegating the initiation of business processes.

5. In the **Do Inbox Tasks On My Behalf** field, select whether to delegate all business processes, specific business processes, or none of the above.
6. Select the **Retain Access to Delegated Tasks in Inbox** checkbox to view and modify your Inbox while delegated.
7. Select a Delegation Rule if you are delegating a business process.
8. Click **Submit**.
9. Click **Done.**

 Note: Select the Business Processes Allowed for Delegation tab from your My Delegations page to view which business processes you can delegate.